

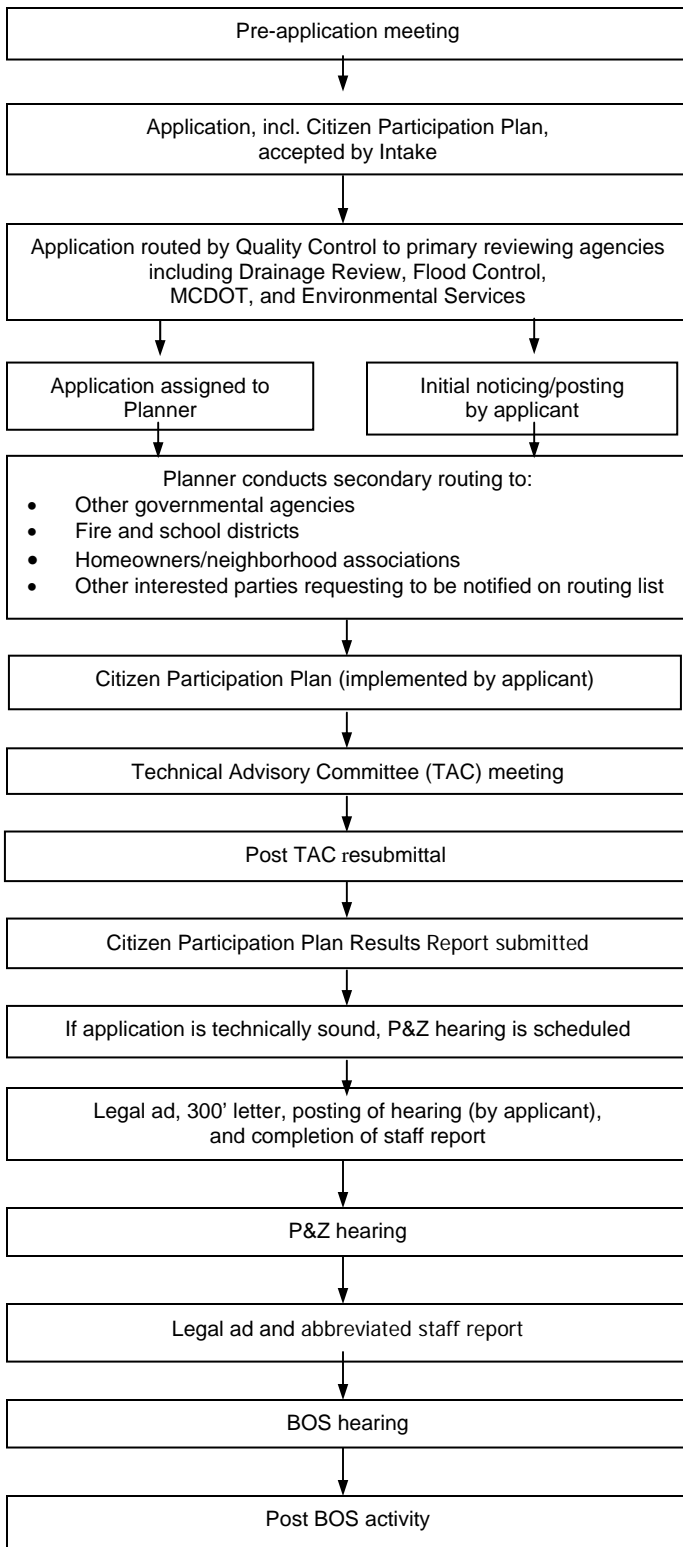


Planning & Development Department

ZONE CHANGE/SUP PROCESS



PROJECT FLOW CHART



PRE-APPLICATION MEETING

A pre-application meeting is required for all cases. Possible items of discussion may include requirements, citizen participation plan, community and area plans, zoning patterns and trends. The pre-application meeting will include other County agencies such as Transportation, Drainage Review, Flood Control and Environmental Services.

After the meeting and after consulting with staff, the applicant may begin implementing the Citizen Participation Plan.

FILING AN APPLICATION

To submit an application, the following information is required:

- Pre-application meeting, application, and "Property Owner Authorization" forms (if applicable).
- Verification of ownership of the site, such as a recorded deed.
- Application fees for Planning, Drainage Review, and Transportation.
- Photographs of the site and adjacent properties.
- Precise Plan of Development (also known as a Site Plan). A Preliminary Plat may substitute, if applicable.
- Narrative Report, describing the request, justification for the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
- Other information such as building elevations and details, floor plans, sign details, landscape plans, architectural renderings, a drainage report and/or a traffic impact study.
- Citizen Participation Plan, describing the parties contacted by the applicant, how information about the application is disseminated, how inquiries are handled, schedule of completion, etc.

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TECHNICAL ADVISORY COMMITTEE REVIEW

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, Flood Control and Environmental Services departments. Other comments may be supplied by representatives from other County departments, fire district, school district, City or Town, homeowner's association, or other interested parties.

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of TAC. Staff will then schedule the request for review by TAC (see attached schedule), and notify you of the actual date and time that your request is scheduled.

Staff will provide you with written comments from any reviewing agency unable to attend the meeting.

POST-TAC REVIEW

Depending on the comments received at TAC, the application materials (such as the Site Plan or Narrative) may need revisions. The applicant must submit revised materials, reflecting the TAC comments, to the Planning and Development Department, which will forward the revised materials to the appropriate agencies. Once they are satisfied that the technical requirements have been met (more than one re-submittal may be necessary) and the Citizen Participation Plan has been satisfactorily completed (see Citizen Review Process), the request will be scheduled for public hearing by the Planning and Zoning Commission. Staff will also conduct the 300' mailing, legal ad as well as prepare a staff report. The applicant will be required to post the site. Please note that compliance with comments from TAC and/or staff does not guarantee that the application will be supported or recommended for approval by staff or the Planning and Zoning Commission, or be approved by the Board of Supervisors.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the Zone Change or Special Use Permit. The applicant must attend this meeting, and will be asked to comment on the application, the staff report and/or any comments that are made during the public hearing. The Planning and Zoning Commission will make a

recommendation for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

BOARD OF SUPERVISORS

The Zone Change or Special Use Permit request will again be legally advertised prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning Commission.

POST-BOARD OF SUPERVISOR ACTIVITY

Once approved by the Board of Supervisors, the Zone Change or Special Use Permit becomes effective 31 days after Board action and when any required stipulations are met. The applicant may then apply for a Zoning Clearance and Building Permit as long as the property is in compliance with the Maricopa County Zoning Ordinance.

APPEALS OF ADMINISTRATIVE DECISIONS

In accordance with ARS §11-810 and §11-811, you may appeal any exaction or dedication required by an administrative decision of County staff to a Hearing Officer for their review and determination. For additional information please contact staff.

For additional information contact:

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